

Quality Assurance Project Plan

This quality assurance project plan template (from EPA 1996, *The Volunteers Monitor's Guide to Quality Assurance Project Plans*) can be used as you develop your Quality Assurance Project Plan for the Department of Environmental Quality (DEQ). Please consult other data users to determine if use of this form (or a modified version) is acceptable to them.

1. Title and Approval Page

(Project Name) _____	
(Responsible Agency) _____	
(Date) _____	
Project Manager Signature	
	Name/Date
Project QA Officer Signature	
	Name/Date
DEQ Project Manager Signature	
	Name/Date
DEQ QA Officer Signature	
	Name/Date

2. Table of Contents

List sections with page numbers, figures, tables, references, and appendices (attach pages).

3. Distribution List

Names and telephone numbers of those receiving copies of this QAPP. Attach additional page, if necessary.

I. _____

II. _____

III. _____

IV. _____

V. _____

VI. _____

VII. _____

VIII. _____

IX. _____

X. _____

4. Project/Task Organization

List key project personnel and their corresponding responsibilities.

Name	Project Title/Responsibility
	Advisory Panel (contact)
	Project Manager
	QA Officer
	Field/Sampling Leader
	Laboratory Manager/Leader

5. Problem Definition/Background

A. Problem Statement

B. Intended Usage of Data

6. Project/Task Description

A. General Overview of Project

B. Project Timetable

[illegible]

7. Measurement Quality Objectives

A. Data Precision, Accuracy, Measurement Range

Matrix	Parameter	Measurement Range	Accuracy	Precision

B. Data Representativeness

C. Data Comparability

D. Data Completeness

Parameter	No. Valid Samples Anticipated	No. Valid Samples Collected & Analyzed	Percent Complete

8. Training Requirements and Certification

A. Training Logistical Arrangements

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Type of Volunteer Training	Frequency of Training/Certification

B. Description of Training and Trainer Qualifications

9. Documentation and Records

10. Sampling Process Design

A. Rationale for Selection of Sampling Sites

B. Sample Design Logistics

	Type of Sample/ Parameter	Number of Samples	Sampling Frequency	Sampling Period
Biological				
Physical				

Chemical				

11. Sampling Method Requirements

Parameter	Sampling Equipment	Sampling Method

12. Sample Handling and Custody Procedures

13. Analytical Methods Requirements

14. Quality Control Requirements

A. Field QC Checks

B. Laboratory QC Checks

C. Data Analysis QC Checks

15. Instrument/Equipment Testing, Inspection, and Maintenance Requirements

Equipment Type	Inspection Frequency	Type of Inspection

16. Instrument Calibration and Frequency

Equipment Type	Calibration Frequency	Standard or Calibration Instrument Used

17. Inspection/Acceptance Requirements

18. Data Acquisition Requirements

19. Data Management

20. Assessment and Response Actions

21. Reports

22. Data Review, Validation, and Verification

23. Validation and Verification Methods

24. Reconciliation with Data Quality Objectives
